

健行科技大學學生申請停修課程作業要點

Guidelines for Student Course Withdrawal Applications

Chien Hsin University of Science and Technology

中華民國 98 年 10 月 9 日教務會議訂定通過
中華民國 99 年 4 月 14 點教務會議修訂通過
中華民國 101 年 6 月 13 日校務會議通過修訂名稱
中華民國 102 年 10 月 30 日教務會議修訂通過
中華民國 106 年 6 月 23 日教務會議修訂通過

- 一、 健行科技大學（以下簡稱本校）為顧及學生於學期中（加退選期限截止後）因特殊情形，致當學期部份課程無法繼續修習，特訂定健行科技大學學生申請停修課程作業要點（以下簡稱本要點）。

Chien Hsin University of Science and Technology (hereinafter referred to as "the University") has established the "Guidelines for Student Course Withdrawal Applications at Chien Hsin University of Science and Technology" (hereinafter referred to as "these Guidelines") to accommodate students who, due to special circumstances during the semester (after the deadline for adding and dropping courses), are unable to continue taking certain courses in that semester.

- 二、 學生申請停修課程，一學期以二科為限，惟正課辦理停修獲准，實習(實驗)課亦自動停修者不在此限，若正課及實習（實驗）課程停修後修習學分數低於最低應修學分數時，則無法受理停修申請。

Students applying for course withdrawal are limited to a maximum of two courses per semester. However, this limit does not apply if the lecture course is approved for withdrawal and its corresponding lab or practicum course is automatically withdrawn as well. If, after withdrawing from the lecture and lab/practicum courses, the student's total credits fall below the required minimum credit load, the application for withdrawal will not be accepted.

- 三、 學生申請停修課程須由本人親自辦理，並於每學期期中考週至期末考（或畢業考）週前兩週間辦理並完成申請手續。

Applications for course withdrawal must be processed by the student in person. The application procedure must be initiated and completed within the window starting from mid-term exam week up to two weeks prior to final exam week (or graduation exam week) each semester

- 四、 學生申請停修課程，應填妥停修課程申請單，經任課老師、導師（指導教授）及系所主管同意，並將申請單送交教務單位。

Students applying for course withdrawal must complete the Course Withdrawal Application Form, obtain approval from the course instructor, class advisor (or thesis advisor), and the head of the department, and submit the completed form to the Academic Affairs Office.

- 五、 停修課程後，當學期修習學分仍應符合本校學則之最低應修學分數及科目數之規定。延長修業年限學生停修後至少仍應修習一個科目。

After course withdrawal, the student's credit load for that semester must still comply with the University's Academic Regulations regarding minimum required credit hours and course count. Students in their extended study period must still take at least one course after withdrawal.

六、 學生申請停修課程核准前之缺曠紀錄仍應計算。

Records of absence incurred prior to the official approval of the course withdrawal shall still be counted.

七、 經核准停修之課程，仍須登記於該學期成績單及歷年成績表，並於成績欄註明「W」（withdraw）；停修課程之學分數不計入學期及歷年修習學分總數計算。

Courses approved for withdrawal must still be recorded on the semester transcript and cumulative academic record, with a notation of "W" (withdraw) in the grade column. The credit hours of withdrawn courses shall not be included in the calculation of total credits taken for that semester or cumulative total credits.

八、 依規定繳交學分費之課程停修後，其學分費已繳交者不予退費，未繳交者仍應補繳。

For courses that require credit fees according to regulations, fees already paid will not be refunded upon withdrawal; unpaid credit fees must still be paid in full.

九、 學生申請停修課程經核准者，不得以該學期之成績申請校內獎學金。

Students whose course withdrawal applications have been approved shall not be eligible to apply for internal university scholarships using their academic results from that semester.

十、 本要點經教務會議通過，陳校長核定後實施，修訂時亦同。

These Guidelines shall take effect upon passage by the Academic Affairs Council and approval by the University President. The same procedure shall apply to any future amendments